S-E-C-R-E-T

INSTRUCTION NO.   LI 45-2
LI 45-2   LOGISTICS
                                                      Revised 13 December 1968

SUBJECT: Administrative, Housekeeping and Janitorial Supplies for
           General Issue through the Logistics Services Division

1. PURPOSE

This instruction establishes policy concerning procurement of standard
administrative, housekeeping and janitorial expendable supplies by the
Logistics Services Division from the General Services Administration
(GSA) Federal Supply Service (FSS), Region 3. This instruction has no
application to GSA procurements by the Supply Division for depot stock.

2. POLICY

a. Materiel procured through this source is for use by Headquarters
    components of the Agency.

b. Items procured are limited to those stock items listed in the Agency
    Administrative Supply Catalog that are in the GSA Stores Stock.

c. Quantities ordered will be based on Economic Order Quantities in
    consonance with GSA standard units of issue. Each requisition will
    allow for an approximate delivery period of 30 days from the time
    the requisition reaches GSA.

d. Availability of funds for each requisition must be certified.

e. Contact with GSA regarding procurement matters may be made only by
    the Supply Division.

f. The GSA Interagency Retail Stores may be utilized for the procure-
    ment of slow-moving items or for emergency replenishment of small
    quantities of fast-moving items. Such purchases may be charged
    (charge plate) or paid for in cash.

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3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION

    (1) Establish reorder points and reorder quantities for all
expendable items maintained for general issue through the
Building Services Branch, (OL/LSD/BSB).

    (2) Examine issue activity at least every 12 months to update
reorder points and quantities.

    (3) Assign appropriate debit and credit voucher numbers within
the series furnished by the Supply Division annually.

    (4) Submit vouchered requisitions (Form 88 and, if necessary,
Form 88a) or their replacement, direct to OL/EO/BFB for
certification to the availability of funds.

    (5) Maintain master credit voucher files for each transaction,
subparagraph (4) above.

    (6) Receive materiel and furnish completed receiving reports
(see subparagraph 3.c.(1)(b) below) on a timely basis to
OL/SD/CD/SCB for processing through the FPA system, and
OL/SD/CCDB for reconciliation of payments.

    (7) Report discrepancies to OL/SD/CCDB in accordance with
Logistics Instruction (LI) 45-6.

b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFB)

    (1) Review and attest to the availability of funds for each
requisition.

    (2) Forward requisition to OL/SD/SMB/IDSS.

c. SUPPLY DIVISION

    (1) Stock Management Branch, General Materiel Management Section
(OL/SD/SMB/GMMS):

        (a) Develop and update, as required, Economic Order Quantity
Tables designed for OL/LSD/BSB application.

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(b) Identify all items to be issued by OL/LSD/BSB.

(c) Produce the Administrative Supply Catalog for use by OL/LSD/BSB and its customers.

(d) Furnish guidance in matters related to inventory management.

(2) Stock Management Branch, Interdepartmental Support Section (OL/SD/SMB/IDSS):

(a) Convert requisitions to single line-item purchase orders for transmittal to GSA.

(b) Prepare a receiving report (9 part set) for each single line-item purchase order for completion by OL/LSD/BSB upon receipt of the applicable item.

(c) Forward to OL/LSD/BSB a listing of requisition numbers cross referenced to the applicable voucher number and a copy of each purchase order and receiving report (9 part set) sub-paragraph 3.c.(2)(a) and (b) above.

(3) Central Control and Distribution Branch (OL/SD/CCDB):

(a) Annually assign a series of debit and credit voucher numbers to OL/LSD/BSB.

(b) Resolve discrepancies reported by OL/LSD/BSB.

(c) Reconcile mismatched payments reported by the Office of Finance.

25X1A   (4) [   ] Stock Control Branch (OL/SD/CD/SCB):

Process receiving reports forwarded by OL/LSD/BSB through the FPA System and maintain debit voucher files for such reports.

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4. GENERAL

Divisions concerned shall prepare internal instructions deemed necessary
for the implementation of this instruction.

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GEORGE E. MELOON
Director of Logistics

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